

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Paperwork Management Program

1. The Director has asked me to bring to your attention certain matters on paperwork management in your area, and to assist you in applying the pertinent recommendations made by the Hoover Commission.

2. The Hoover Commission Report emphasizes the tremendous savings which are possible by moving inactive records from active office space to less expensive records center facilities. A review of the volume of inactive records in the Agency Records Center indicates that 41.9% are from the DD/I area. This represents substantial progress. It has been attained by the splendid cooperation which officials in your area have given to the representatives of the Management Staff who have been assisting in your records management problems. Even greater progress can be realized if persons designated to carry out records management responsibilities could be relieved of collateral duties.

3. Records disposition is only one of the ways in which we can improve our paperwork management program. Equally important are proper controls over records creation and records maintenance through active forms, reports and correspondence programs, and uniform filing systems and procedures. These programs will provide a well integrated system for carrying out good management practices.

4. The facilities of Management Staff are available to assist you at any time in carrying forward your program of paperwork management. Please advise me of the best way we can assist you.

L. K. WHITE
Deputy Director
(Support)